



## INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

*We Protect Hoosiers and Our Environment.*

100 N. Senate Avenue • Indianapolis, IN 46204

(800) 451-6027 • (317) 232-8603 • [www.idem.IN.gov](http://www.idem.IN.gov)

Michael R. Pence  
Governor

Carol S. Comer  
Commissioner

### WATER WORKS OPERATOR CERTIFICATION (INDIANA) CONTINUING EDUCATION TRAINING COURSE APPROVAL NOTICE

December 16, 2016

66-34  
Kelly Strain  
AIRW  
555 W. Jefferson St.  
Franklin, IN 46131

You are hereby notified that the Drinking Water Branch, Office of Water Quality, has attached and approved various courses for technical and general hours to be given on various dates in 2016 through 2018. The Indiana drinking water approval numbers should be used by all individuals seeking Indiana drinking water continuing education credits for these courses. Please insure that all fields marked as "required" on the credit report, including the date(s) or the date range(s) of attendance, are generated by your organization's attendance tracking methods.

In accordance with 327 IAC 8-12-7.6 (a)(b)(c):

All training providers must maintain records that include the following: the date of the training, the names of all individuals attending the training session, length of the session, the instructor's name, the course content, and the organization sponsoring the training. These records shall be maintained for a five (5) year period following the presentation of each training session.


Training providers must submit a record of individuals attending courses within thirty (30) days of conclusion of the course on a form approved by the commissioner. These records shall be maintained for a five (5) year period. The form must contain at a minimum the following: name of course; name of individual attending course; hours of credit, and, date of course.

Any change in instructor or course presentation will require reevaluation.

Please complete the enclosed Continuing Education Credit Report Form for any Indiana drinking water operators requesting continuing education credit for these courses. This form must be signed or initialed by the instructor/training provider. Submit these forms and a copy of the attendance roster to: **Indiana Department of Environmental Management, OWQ Drinking Water Branch, Mail Code 66-34 Attn: Jeremy Ferguson, 100 N. Senate Avenue, Indianapolis, Indiana 46204-2251** within thirty (30) days of completion of any these approved courses.



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*J* 12/14/16  Recycled Paper

If you wish to challenge this action, you must file a Petition for Administrative Review with the Office of Environmental Adjudication (OEA), and serve a copy of the petition upon IDEM. The requirements for filing a Petition for Administrative Review are found in IC 4-21.5-3-7 and 315 IAC 1-3-2. A summary of the requirements of these laws is provided below.

A Petition for Administrative Review must be filed with the Office of Environmental Adjudication (OEA) within fifteen (15) days of the issuance this notice (eighteen (18) days if you received this notice by U.S. Mail), and a copy must be served upon IDEM. Addresses are:

Director	Commissioner
Office of Environmental Adjudication	Indiana Department of Environmental
Management	
Indiana Government Center North	Indiana Government Center North
Room 501	Room 1301
100 North Senate Avenue	100 North Senate Avenue
Indianapolis, Indiana 46204	Indianapolis, Indiana 46204

The petition must contain the following information:

1. The name, address and telephone number of each petitioner.
2. An identification of each petitioner's interest in the subject of the petition.
3. A statement of facts demonstrating that each petitioner is:
  - a. a person to whom the order is directed;
  - b. aggrieved or adversely affected by the determination; or
  - c. entitled to administrative review under any law.
4. The reasons for the request for administrative review.
5. The particular legal issues proposed for review.
6. The facts, terms or conditions of the action for which the petitioner requests review.
7. The identity of any persons represented by the petitioner.
8. The identity of the person against whom administrative review is sought.
9. A copy of the action that is the basis of the petition.
10. A statement identifying petitioner's attorney or other representative, if any.

Failure to meet the requirements of the law with respect to a Petition for Administrative Review may result in a waiver of your right to seek administrative review. Examples are:

1. Failure to file a Petition by the applicable deadline;
2. Failure to serve a copy of the Petition upon IDEM when it is filed; or
3. Failure to include the information required by law.


If you seek to have an action stayed during the administrative review, you may need to file a Petition for a Stay of Effectiveness. The specific requirements for such a Petition can be found in 315 IAC 1-3-2 and 315 IAC 1-3-2.1.

Pursuant to IC 4-21.5-3-17, OEA will provide all parties with notice of any pre-hearing conferences, preliminary hearings, hearings, stays, or orders disposing of the review of this action. If you are entitled to notice under IC 4-21.5-3-5(b) and would like to obtain notices of any pre-hearing conferences, preliminary hearings, hearings, stays, or orders disposing of the review of this action without intervening in the proceeding you must submit a written request to OEA at the address above.

If you have procedural or scheduling questions regarding your Petition for Administrative Review you may contact the Office of Environmental Adjudication at (317) 232-0850 or see OEA's website at <http://www.in.gov/oea>.

If you have any questions, please do not hesitate to contact Mr. Jeremy Ferguson of my staff, at 317/234-7427.

Sincerely,



Liz Melvin, Section Chief  
Capacity Development, Operator  
Certification, & Permits Section Drinking  
Water Branch  
Drinking Water Branch  
Office of Water Quality

LM/JF  
Enclosure



# APPLICATION FOR APPROVAL OF TRAINING FOR CONTINUING EDUCATION - DRINKING WATER

State Form 45675 (R2 / 4-07)  
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
DRINKING WATER BRANCH  
327 IAC 8-12-7.1(a) (b)

## Instructions

This application must be completed for all drinking water training courses for which continuing education credits will be given. The notice of application approval and the IDEM approval number must be obtained before continuing education contact hours are given. Any change in instructor or course presentation will require reevaluation. Providers of approved training must comply with requirements of 327 IAC 8-12-7.1 (a) and (b).

## FOR OFFICE USE ONLY

Indiana Drinking Water Approval Number

PW5T16-4261  
Maximum Credit Hours 10

Mail completed application to:  
Indiana Department of Environmental  
Management OWQ Drinking Water Branch -Mail  
Code 66-34  
100 N. Senate Avenue  
Indianapolis, IN 46204-2251

Name of training course <b>Operator Handbook</b>	
Name of organization offering the course <b>Alliance of Indiana Rural Water</b>	
Address (number and street, city, state, and ZIP code) <b>555 W. Jefferson St., Franklin, IN 46131</b>	
Course instructor(s) [indicate whether certified operator(s)] <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Instructor Name(s) <b>Suncoast Learning Systems (On-line)</b>
Address (number and street, city, state, and ZIP code) <b>2077 Tweed Dr., Acworth, GA 30101</b>	
Occupation (attach resume or biography) <b>see attached</b>	
Name of standby instructor	Address (number and street, city, state, and ZIP code)
Number of Contact Hours for this course (a contact hour is defined as a sixty minute participation in an approved classroom program or sixty minutes of participation in an approved program not requiring classroom participation): <b>10 Technical hours</b>	
Method of attendance monitoring and verification (be specific or attach samples) <b>Training is completed on-line. We receive an email confirmation upon completion of the course.</b>	
Cost of course <b>\$225.00</b>	
Course Content: Attach an outline or narrative, brochure, agenda, workbook, etc. Include samples or description of any visual aids and handouts. Include amount of time spent on each topic. (Application cannot be evaluated without this.) <b>see attached</b>	
Date(s) course will be presented (month, day, year) <b>on-line</b>	
Location(s) course will be presented <b>on-line</b>	
Name of Training Provider Contact Person <b>Kelly Strain</b>	Telephone Number <b>317-789-4200</b>
Address (number and street, city, state, and ZIP code) <b>PO Box 789, Franklin, IN 46131</b>	

**Send a copy of the course approval notification letter to the following individual(s)**

Name
Address (number and street, city, state, and ZIP code)
Name
Address (number and street, city, state, and ZIP code)

RECEIVED

DEC 5 2016

12/14/16  
IDEM/OWQ  
DRINKING WATER BRANCH

# Operator Handbook

## Course author: Texas Rural Water Association

Operator Handbook is dedicated to the thousands of water and wastewater utility operators across the country. From pipes and piping to basic math, this handbook presents fast look-up information, graphs, tables, charts, equations and formulas. The goal? To save time for these very busy people.

## Course Modules:

1. Safety First
2. Pipes and Piping
3. Fittings
4. Valves
5. Flow and Meters
6. Disinfection of Mains
7. Chemical Feed
8. Fire Hydrants
9. Electrical Measurements
10. Ready Reference
11. Basic Math

## Course Details:

Price: \$225

Applies to: Drinking Water and Wastewater

Estimated time to complete: 10-12 hours

Contact Hours Earned: 10 (1 CEU)

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DRINKING WATER BRANCH

PWST16-5980	Water Loss and Hydrant Flushing: Water & Fire Departments	5 AIRW	12/22/2016
PWST16-5981	From Outfall to Intake	5 AIRW	12/22/2016
PWST16-5982	Capacity, Management, Operation, and Maintenance (CMOM)	5 AIRW	12/22/2016
PWST16-4254	Advanced Math	10 AIRW	12/22/2016
PWSG16-4255	Applied Confined Space Safety	5 AIRW	12/22/2016
PWST16-3265	Basic Environmental Chemistry	10 AIRW	12/22/2016
PWST16-2634	Basic Water Works	10 AIRW	12/22/2016
PWST16-4256	Chemical Feed Systems & Pump Calibration	5 AIRW	12/22/2016
PWST16-2635	Chlorinator Systems and Chemical Handling	10 AIRW	12/22/2016
PWST16-3646	Corrosion Control Treatment Optimization	10 AIRW	12/22/2016
PWST16-4257	Customer Service Inspection and Cross-Connection Control	5 AIRW	12/22/2016
PWSG16-4265	Dissolved Air Flotation	10 AIRW	12/22/2016
PWST16-3647	Maintaining Water Quality in Distribution Systems	10 AIRW	12/22/2016
PWST16-4259	Math Basics	5 AIRW	12/22/2016
PWST16-3264	Math Review	10 AIRW	12/22/2016
PWSG16-4260	Membrane Treatment of Wastewater	10 AIRW	12/22/2016
PWST16-4261	Operator handbook	10 AIRW	12/22/2016
PWSG16-3268	Practical Personnel Management	7 AIRW	12/22/2016
PWSG16-4262	Primary Sludge Fermentation	10 AIRW	12/22/2016
PWST16-2637	Pump and Motor Maintenance	10 AIRW	12/22/2016
PWST16-4263	Surface Water Production 1	10 AIRW	12/22/2016
PWST16-4264	Surface Water Production 2	10 AIRW	12/22/2016
PWST16-3267	Surface Water Treatment	10 AIRW	12/22/2016
PWST16-3266	Water Transmission and Distribution	10 AIRW	12/22/2016
PWSG16-2636	Water Utility Safety	10 AIRW	12/22/2016
PWST16-5988	Process Monitoring	5 AIRW	12/22/2016

## **AGENDA**

### **WATER LOSS AND HYDRANT FLUSHING: WATER & FIRE DEPARTMENTS**

The agenda is subject to change as discussion is initiated during training. It is to make fire departments aware of the need to alert water utilities during fire and/or training exercises. Subjects will include but not be limited to proper opening and closing of hydrants to eliminate damage and water main breaks, water loss and unaccounted for water as well as the ability of the water department to push water to zones in the distribution system to assist with firefighting efforts. We also hope to gain insight into the needs of the fire departments.

- 1. Introductions and Objectives (30 minutes) 9:00-9:30 am**
  - Alliance objectives
  - IDEM objectives
  - Fire Department objectives
- 2. What happens in the distribution system during fire events and exercises 9:30-10:30 am**

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  - Larger than normal volumes of water
    - Drops in pressure (20 psi regulatory requirement)
    - Additional sediment from pipe buildup delivered to customers
    - Water system: additional treatment to maintain residuals during and after event
    - Water system may need to valve water zones to assist firefighting efforts
- BREAK 10:30-10:45**
- 3. Mechanics of hydrants 10:45-11:45**
  - Proper opening of hydrants
  - Proper closing of hydrants to minimize water hammer and main breaks
- Lunch (possible working lunch) 11:45-12:30 p**
- 4. Firefighting training exercises discussion 12:30-1:30 pm**
  - Alarms for water systems
  - Storage
  - Water system can direct you to the hydrants best to use
  - Cross connection potential (pressure to be 20+ psi)

## **5. Reasons to work together**

**1:30-2:30 pm**

- **Notification to fire departments on hydrants out of service**
- **Hydrants that may not be rated for fire fighting**
- **Understanding that the drinking water system is under regulation to provide continued potable water, public health.**
- **Grants and loans were used to install 'flush hydrants' to help maintain distribution systems first and firefighting second. (explanation of how money is approved, not for 'fire hydrants' but for 'flush hydrants')**
- **Unaccounted for water**

## **6. General Discussion**

- **How to improve training**
- **What was gained**
- **What are the needs of the fire departments and water departments**



### **Sherri Winters**

Sherri Winters is the Water Programs Director for Alliance of Indiana Rural Water where she is responsible for overseeing several projects, including training for drinking water and assisting with Wellhead Protection Phase II projects, onsite technical assistance and community septic system assistance.

Sherri had previously worked for the Alliance for over 10 years (March 1997-November 2007) but left the organization due to lack of funding. She then went to work for IDEM's Drinking Water Branch for six years (April 2008-May 2014) where she served as an Inspector, Security and Counter-Terrorism Coordinator and eventually the Section Chief for Construction Permits, Operator Certification and Capacity Development. She returned to the Alliance in May 2014.

She also has experience in septic system inspections and water well drilling inspections as an Inspector and Field Supervisor at the Marion County Health Department. (1981-1997)

Sherri holds a Bachelor of Science degree in Education from Ball State University (1980).

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